



OVERTIME PAY & COMPENSATORY LEAVE

INDEX CODE: 703
EFFECTIVE DATE: 12-01-13

Contents:

- I. Policy
- II. Procedures
- III. Cancellation

I. POLICY

The Field Enforcement Division will pay overtime or provide compensatory leave to employees who work more than their normally scheduled workday or week, according to applicable federal and state laws. The following are procedures that have been implemented:

II. PROCEDURES

1. Overtime/compensatory time may not be granted unless a supervisory employee approves either type in advance. The requesting employee, prior to extending the scheduled workday, should receive practical verbal approval from a supervisor.
2. Overtime will be controlled through careful advanced planning of the activities of members of the Division. All efforts should be made, to provide relief if assignments will exceed a normal work shift, if at all possible.
3. Nothing in the policy should be interpreted as intent to curtail necessary investigations or enforcement activity.
4. Employees must complete the comments field of the bi weekly time submission of Workday to include the nature of the assignment, applicable Field Enforcement Division case number and the approving supervisor.

III. CANCELLATION: None.

Jeffrey A. Kelly, Director